

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Animal Control Supervisor
Department : Health
Revised : June 2006

Class: Protective Service
FLSA: Non-exempt

This job description supersedes any prior description for the Animal Control Supervisor.

GENERAL DESCRIPTION

Responsible work in supervising and participating in the animal control program for the County.

While State and County rules and regulations circumscribe this class, independent judgment and initiative are required, as are tact, courtesy, and firmness in dealing with the public. Some risk is involved in handling rabid or vicious animals. Supervision is provided over a staff of Animal Control Officers and administrative level employees. Supervision is received from the Environmental Health Supervisor who reviews work through observation of records and reports and public reaction to the program.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises and investigates complaints about stray or rabid dogs; uses suitable techniques and equipment to capture and confine dogs; sets traps for stray dogs.

Investigates reports of animal bites and enforces laws requiring confinement for animals for observation.

Converses with animal owners; explains the animal control laws of Rowan County and the State of North Carolina.

Supervises and participates in the operation of the Animal Control Department and Animal Shelter; feeds and cares for animals; supervises and participates in the euthanizing of stray, rabid, and unwanted animals.

Enforces policies regarding vaccination of dogs; participates in rabies clinics.

Tranquilizes animals at the request of law enforcement officers and the public.

Instructs individuals on ways to prevent cruel and inhumane conditions for animals.

Hires, trains, and evaluates subordinate staff.

OTHER JOB FUNCTIONS

Assists the Environmental Health Supervisor in developing the Animal Control budget.

Conducts presentations to various groups concerning rabies, animal control laws, and the function of the Animal Control Department.

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of State and County laws, ordinances, and regulations relating to rabies control and confinement of animals.

Thorough knowledge of methods of capturing and caring for animals and of humane methods of disposing of them.

Thorough knowledge of the geographical layout of the County.

Considerable knowledge of rabies and rabies control.

Ability to deal tactfully, courteously, and firmly with the public.

Ability to operate a motor vehicle in a safe and efficient manner.

Ability to establish and maintain effective working relationships with the general public and other employees.

PHYSICAL REQUIREMENTS

Work in this class will include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED and two years of experience as an Animal Control Officer; or an equivalent combination of education and experience. A valid driver's license is required. An Associate's Degree from an accredited college or university in a related field and basic law enforcement training and/or fire arms training are preferred.

**This job description does not create an employment contract,
implied or otherwise.**